

RECORD OF PUBLIC BID OPENING
SNAKE RIVER VIEW REST AREA

Requisition #C-127460

Bid Close Date: 9/3/08 @ 5:00 PM

Bid Open Date: 9/4/08 @ 11:00 AM

STATUS – AWARDED TO: Environmental Services

Bidder / Business Name: Lanny Cunningham – Environmental Services - Blackfoot

"SP" ITEM NO.	UNIT	DESCRIPTION MAINTENANCE SCHEDULE	UNIT PRICE	TOTAL AMOUNT
SP-1	12 MO	WINTER, SPRING, FALL January – March October - December	\$ 5,537.00	\$66,444.00
SP-2	12 MO	SUMMER April - September	\$5,537.00	\$66,444.00

TOTAL AMOUNT BID \$132,888.00

Bidder / Business Name: John Lyon – ABM Janitorial Services - Boise

"SP" ITEM NO.	UNIT	DESCRIPTION MAINTENANCE SCHEDULE	UNIT PRICE	TOTAL AMOUNT
SP-1	12 MO	WINTER, SPRING, FALL January – March October - December	\$5,884.30	\$70,611.60
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SNAKE RIVER VIEW REST AREA

Requisition #C-127460

Bid Close Date: 9/3/08 @ 5:00 PM

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STATUS – UNDER EVALUATION

Bidder / Business Name: **Lanny Cunningham – Environmental Services - Blackfoot**

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ADDENDUM # 1

**Janitorial Services and Maintenance
Snake River View Rest Area**

August 26, 2008

REQUISITION NUMBER: C-127460

Contractor / Business Name: _____

The following correction/clarification has been made to the above mentioned project. All other information will remain the same.

**III. TERMS AND CONDITIONS
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Reads as:

The term of this contract will be for one (1) year with the option to renew for three (3) additional one (1) year terms...

Should read as:

The term of this contract will be for two (2) year with the option to renew for two (2) additional years...

This page MUST BE SIGNED, DATED AND RETURNED with your BID DOCUMENTS

I acknowledge receipt of this Addendum and its contents.

Signature: _____ Date: _____

INVITATION TO BID
JANITORIAL SERVICES - SNAKE RIVER VIEW REST AREA
REQUISITION # C-127460

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ATTACHMENTS:

Bid Schedule	Exhibit II (Rest Area Daily Checklist & Log)
Signature Page	Exhibit III (Maintenance Checklist)
Contractor's Affidavit	Exhibit IV (Maintenance Schedule)
Fax Back	Exhibit V (Maintenance Inspection Report)
Bidder's Responsibility Page	
List of Prospective Bidders	
Exhibit I (Vicinity Map)	

**IDAHO TRANSPORTATION DEPARTMENT
INVITATION TO BID**

JANITORIAL SERVICES – SNAKE RIVER VIEW REST AREA

August 12, 2008

Physical Address

Idaho Transportation Department
Business and Support Management Purchasing Unit
3311 West State Street
Boise, Idaho 83703

REQUISITION #: C-127460

ALL sealed bids must be received by 5:00 PM MDT on September 3, 2008. Sealed bids will be opened at 11:00 AM on September 4, 2008 at Business and Support Management Purchasing Unit, at 3311 West State Street in Boise. The scope of work consists of furnishing all materials, equipment and labor for **Janitorial Service and Maintenance at the SNAKE RIVER VIEW REST AREA**, as per the specifications contained in the above requisition.

A **mandatory** pre-proposal conference and site inspection will be held on **August 21, 2008 at 1:30 p.m., MDT**, at the **SNAKE RIVER VIEW REST AREA** located in Payette County approximately 1 mile east of the Idaho/Oregon Border on I-84 (**EB I-84 MP 0.93**). Bids received from Contractors not in attendance will not be accepted.

Contact Evey McAdams, Contract Program Specialist, for clarification of bid requirements at (208) 334-8084

All Questions relating to bid specifications will be answered at the mandatory pre-proposal conference and an addendum will be issued. Fax **ALL** questions regarding bid specifications to: (208) 332-4109

FOR BID: UPDATES, ADDENDUMS, BID RESULTS, OR PLAN HOLDERS LIST go to:
<http://itd.idaho.gov> "Doing Business with ITD"

RETURN BID IN A SEALED ENVELOPE CLEARLY MARKED AS SHOWN:

Requisition #: C-127460

Bid Close Date: September 3, 2008 – 5:00 PM MDT Bid Open Date: September 4, 2008 – 11:00 AM MDT

Item Bidding: Janitorial Services - SNAKE RIVER VIEW REST AREA

Mailing Address

Idaho Transportation Department
Business and Support Management Purchasing Unit
P.O. Box 7129 Boise, Idaho 83707-1129

Snake River View Rest Area

C-127460

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SPECIAL PROVISIONS

I. SCOPE OF WORK

1. DESCRIPTION OF WORK

The Idaho Transportation Department (Department) is seeking proposals from caretaker management firms or individuals for maintenance of the **Snake River View Rest Area** located in Payette County approximately 1 mile east of the Idaho/Oregon border on I-84 (Refer to Exhibit I, Vicinity Map).

A **mandatory pre-proposal conference** and site inspection will be held on **August 21, 2008 at 1:30 p.m., MDT**, at the **Snake River View Rest Area** located in Payette County 1 mile east of the Idaho/Oregon border on I-84). The purpose of the conference is to answer questions related to this proposal and to provide a site inspection of the rest area complex.

The **work shall** include furnishing all labor, equipment, supplies, tools and material required to effectively maintain and operate the rest area including the restrooms, grounds, parking lots and all other facilities within the rest area proper **beginning October 1, 2008**, as described within. The scope of the work does not include the main line roadway entrances and exits to the rest area.

In addition to the routine work outlined in this document, the contract requires capable and authorized Contractor's representatives to confer on a daily basis with the **Department's Highway Rest Area Foreman in Boise**, or his or her representative, concerning situations and problems that arise and to be on call for emergencies 24 hours per day.

Prior to commencement of work, the Department will arrange a meeting with the Contractor to discuss the contract terms and work performance requirements. At this time, an inspection of the rest area will be conducted jointly to document any substandard conditions that may exist. The Department is responsible for correction of any substandard items listed.

Total summer and winter costs will be combined and divided into equal monthly payments.

2. WORK LOCATIONS AND SCHEDULE

Snake River View Rest Area EB I-84 MP 0.93

SP-1 The Contractor shall provide adequate personnel to service the restrooms and other related facilities on a continuous basis, seven days per week; starting no later than 6:00 AM and continuing through to 6:00 PM (12 continuous hours) during the winter, spring, and fall months (January-March, October-December). The Contractor shall provide additional cleanup and care during periods of high use and, if necessary, through temporary closures, holidays and weekends.

SP-2 The Contractor shall provide adequate personnel to service and clean the restrooms and other related facilities on a continuous basis, seven days per week: starting no later than 6:00 AM and continuing through to 10:00 PM (16 continuous hours) during the summer months (April-September). The Contractor shall provide additional cleanup and care during periods of high use and if necessary, through temporary closures, holidays and weekends.

3. INVENTORY OF REST AREA FEATURES

Snake River View Rest Area

1	restroom complex with storage/mechanical room
6	arbors
11	tables
1	parking area
22	garbage containers 113.55 L (30 gal.) capacity
2	telephone booth
1	visitor information center
1	gazebo kiosk (Oregon Trail)
1	dumpster site
4	drinking fountain (regular & handicap)
1	caretaker residence

4. GENERAL REQUIREMENTS

Under the terms of this agreement, the Contractor and employees are prohibited from operating or advertising any commercial enterprise or activity on any premises, which are the subject of the proposed agreement.

The Contractor shall provide all labor, equipment, hand tools (ladder, electric buffer/polisher, and 25' snake), materials and supplies, necessary to effectively maintain and operate the rest area and caretaker's residence. All cleaning tools shall be kept in good repair with mops laundered or replaced weekly or more often as needed.

The Contractor shall provide adequate personnel and continuous coverage to maintain the rest area facilities in a safe, sanitary, clean and attractive manner to the satisfaction of the Department. The contractor and their employees shall not accept tips or other gratuities for any service performed in the rest area.

The Contractor shall provide at no cost to their employees training, testing, information, vaccination (if requested), and appropriate protective equipment in all matters relating to the human hazards due to exposure or contact with blood borne pathogens or diseases. The contractor shall meet all current federal (OSHA) requirements to protect their employees from this exposure.

The Contractor or their employees shall be required to use the time clock provided and punch in and out to record the time spent servicing and cleaning the rest areas. The Contractor shall keep a daily checklist and log which shall be kept on site and available to ITD at all times.

Guests or immediate family of the Contractor's employees will not be allowed to accompany or assist an employee cleaning the rest area unless they are employees of the Contractor.

The Contractor is required to provide their work and home telephone number(s), which shall be made available to the District Three **Rest Area Foreman in Boise and the District Three Maintenance Manager, in Boise.**

The Contractor shall provide the Department with the names and telephone numbers of all on-call supervisory personnel. These on-call supervisory personnel may assist the Department's appointed representative in making random on-site facility inspections and in coordinating other operational requirements.

The Contractor shall promptly notify appropriate authorities of emergencies that occur in the rest area. In the event of illness or injury to visitors or others while in the rest area, the Contractor's personnel shall call for professional help as requested or deemed appropriate.

The Contractor shall immediately report to the District Hazardous Material coordinator or District Maintenance Manager any suspected hazardous material spills. The Contractor should recognize the hazard and barricade the area. The Contractor shall not attempt cleanup and shall keep people away until qualified authorities decide on proper action.

The Contractor shall report all incidents such as vandalism, excessive occupancy, camping, etc., to the proper law enforcement agency as quickly as possible. The Department shall receive notification of any incidents relative to public health or safety immediately and incidents of a lesser nature during the next normal workday.

The contractor shall be responsible for returning to the rest area Foreman, all keys that were issued by the Department, prior to commencement of work. The keys shall be returned on the final day of the contract expiration date. Failure to return the keys may result in a core and key replacement charge that will be deducted from the last month's payment.

The Contractor shall monitor the activities of organizations granted special use permits for serving refreshments and report any noncompliance with the permit terms. The permit terms require that the rest area grounds used by the organization be cleaned by the organization at termination of their use period so that no additional work will result for the Contractor. The organization cannot block access to vending machines placed by the Commission for the Blind and Visually Impaired.

The Contractor shall tactfully notify violators, when observed, of the governing rules and regulations posted at the rest area.

The Contractor shall supply one OSHA approved flammable cabinet and store all flammable liquids in the flammable cabinet. Gas and gas-powered equipment shall not be stored in the rest area building.

Mechanical room shall be kept in a clean and orderly condition. Mechanical room shall not be used as a storage room for bulk supplies. Electrical panel(s) shall be accessible at all times.

The Department shall have final authority on questions concerning areas of responsibility and duties.

5. WORK DETAIL - CLEANING/SERVICING REQUIREMENTS

A. Restrooms

Floors, toilet partitions, doors, toilets, urinals, hand dryers, wash basins, soap dispensers and mirrors shall be scrubbed thoroughly every three hours, with additional cleaning as necessary. A high strength detergent, containing a deodorant and a built-in antibacterial agent shall be used for this purpose. After being washed, fixtures shall be wiped dry with a clean rag and floors shall be dried either by forced air or

dry mopping. Face of hand dryers shall be removed once a month or more often as needed to remove dirt/dust debris from vents screens to keep hand dryers functioning correctly. (See Exhibit III).

Garbage containers shall be emptied, cleaned, and lids washed during the morning a.m. cleaning or more often if necessary.

Soap and paper goods dispensers shall be replenished as necessary. At least one-half roll of biodegradable toilet paper should be in evidence in each stall. Odor suppressant materials such as urinal blocks and air deodorant shall be used and replenished as determined suitable to control odors.

Windows, walls, ceilings and light fixtures shall be scrubbed weekly with soap and water, or appropriate cleaner and wiped dry to maintain a clean, smear free appearance. Daily spot cleaning is to be done as needed.

The entire inside of the restrooms shall be steam cleaned or hot pressure washed at least twice each month in 15-days intervals with high strength biodegradable detergent. Minimum pressure is to be 1200 psi. Alternative cleaning practices must be approved by the **Rest Area Foreman** before practices may be implemented. Pressure washing shall be scheduled during low traffic volume on Tuesday or Wednesdays.

The Contractor shall submit an annual schedule to the Rest Area Foreman for all steam cleaning or pressure washing in the rest area. This schedule shall be submitted prior to commencement of work.

The heating or cooling system shall be operated and maintained as necessary with desired temperature 10°C to 18°C (50°F to 65°F) winter; 18°C to 27°C (65°F to 80°F) summer, to assure proper air circulation/exchange is taking place inside the restrooms. All HVAC filters(s) shall be supplied and changed monthly by the contractor. The Contractor shall have the HVAC system checked and serviced twice each year at Contractor's expense. (See Exhibit IV).

The Contractor shall provide soap, paper goods, garbage bags; **(bags shall be at least 1.35 mil thick, linear low density, flat seam trash bags, made from at least 90% virgin material)**, mechanical or electrical odor control and cleaning supplies. All supplies and materials furnished by the Contractor are subject to prior approval by the Department. Material Safety Data Sheets (MSDS) must be present for all appropriate products.

The Contractor shall be responsible for insect and rodent control within the rest area complex. Contractor shall provide all chemicals or traps for insect and rodent control. Chemicals shall be subject to Department approval before being used. All dead insects and rodents shall be removed promptly and properly.

The Contractor shall immediately remove any graffiti or markings of any kind on any surface inside the restrooms.

The Contractor shall remove snow from the roof of the Restroom Building when the snow reaches a maximum depth of 12 inches.

B. Plaza Areas (outside the restrooms)

Concrete walkways, doors, water fountains, benches and display areas shall be thoroughly cleaned each day, with additional cleaning as necessary. Smooth walls and overhead surfaces shall be scrubbed

monthly with soap and water and wiped dry to maintain a clean, smear-free appearance. Rough surfaces shall be brushed and/or swept clean as necessary and shall be hot pressure washed a minimum of once per month on a 30-day interval.

Pressure washing shall be scheduled during low traffic volume on Tuesdays or Wednesdays. Alternative cleaning practices must be approved by the District Rest Area Foreman before practices may be implemented.

Snow and ice shall be removed and/or treated with ice melting chemicals. Snow removal and ice control may be required throughout the workday as required to provide bare sidewalks and safe access to restrooms in the designated areas. Ice removal may require the application of ice-melting chemicals. A walk behind snow blower shall be on site ready for use November through March. Pickup trucks or heavy tractors with snowplows or blades are not allowed on the designated pedestrian areas in the plaza area.

C. Grounds and Parking Lots

All trash, paper, other litter and pet waste shall be removed from the grounds, (core area around restrooms), ramps and parking areas once per shift, or more often if necessary. (See Exhibit I showing core area.) All types of litter shall be removed from the surrounding areas daily. All garbage containers shall be: emptied, cleaned and lids washed if dirty, and fitted with new garbage bags as often as necessary to avoid overflow.

The Contractor should use their judgment to determine whether an almost empty garbage bag actually needs to be replaced. The Contractor shall notify the Department when garbage containers need repainted or replaced due to damage, normal wear and tear, etc.

Parking areas, sidewalks and walkways shall be cleaned once per workday or as needed. Snow and ice shall be removed and/or treated with ice melting chemicals. Snow removal and ice control may be required throughout the workday as required to provide bare sidewalks. Ice removal may require the application of ice-melting chemicals.

Pick-up trucks or heavy tractors with snowplows or blades are not allowed on the paved pedestrian areas in the grounds area. The Department will remove snow from the entrance and exit to the rest areas and the parking lots.

The Contractor shall immediately remove any graffiti or markings of any kind on any surface in the rest area. If the graffiti problem persists and is of a violent or obscene nature, the problem shall be reported to the Highway Rest Area Foreman and police immediately.

Public telephone booths shall be cleaned and sanitized once per workday; any operational problems are to be reported to the Telephone Company and to the Department.

D. Arbors and Tables

Picnic tables, benches and floors shall be cleaned according to the schedule in Section II, or more often if necessary, with biodegradable soap and water, using brushes, rags, sponges or other power cleaning equipment that will clean and sanitize. The morning cleaning must be completed by 10:30 a.m. and the afternoon cleaning is to be completed by 6:00 p.m.

Brushes, cloths or sponges, which have been used for cleaning in restrooms, shall not be used to clean tables or benches. Do not apply insecticide or disinfectant to the table or bench tops unless the surface can be rinsed off immediately with clean water.

Ceilings, walls and posts shall be steam cleaned or pressure washed once per month on 30-day intervals or more often if necessary. Alternative cleaning practices must be approved by the District Rest Area Foreman before practices may be implemented.

E. Water Supply

Be responsible for ensuring Backflow valves are checked and inspected once a year by licensed plumber. To be paid for by the contractor.

See proper operation of the water supply and irrigation system in Exhibit IV, if applicable.

F. Sewage System

The Contractor shall immediately notify the Department of any problem involving the sewage system. The Department will be responsible for pumping, cleaning and disposing of sewage from the septic tanks for the rest area.

G. Irrigation System

The Contractor shall operate and perform all maintenance, repairs and routine servicing of the irrigation system in accordance with good practice and as shown in Exhibit IV. Damage caused by the Landscape Contractor shall be repaired by the Landscape Contractor.

H. Miscellaneous

The Contractor shall provide safe storage for found articles and shall deliver unclaimed articles weekly to the **Rest Area Foreman**. All incidents of lost/found shall be recorded in the daily checklist and log. (See Exhibit II.)

The Contractor shall raise and lower the flags. As directed by ITD only. The Department will provide the flags.

The Contractor shall inspect all outside lighting once a month during nighttime hours. (See Exhibit IV).

6. WORK DETAIL - MAINTENANCE REQUIREMENTS

The Contractor shall:

Maintain in good working condition all fixtures in the rest rooms including, but not limited to, soap dispensers, mirrors, urinals, toilets, wash basins, water fountains, toilet partitions and all doors, hinges, latches and supports.

Maintain in good working order the plumbing fixtures, which shall include repairing, cleaning unblocking clogged sewer lines, traps or grates, any repairs that does not require disconnecting potable water lines.

Be responsible for routine oiling of motor and fan bearings and clean or provide new filter pads for the heating system twice a month or sooner as needed. (See Exhibit IV)

Purchase and install all replacement light bulbs to light fixtures that are attached to the inside and outside of the building which can be reached safely with a 12 foot ladder including the refreshment and/or information kiosk. The Contractor is responsible to test GFCI outlets and the emergency lighting system monthly and report in the daily log, date inspected and actions taken. The Department will be responsible for maintaining the high-level parking area lights.

Be responsible for irrigating/monitoring, at least once a week, all areas including lawns, shrub and natural areas designed for irrigation and in accordance with good irrigation practices and schedules established by the Department.

7. WORK DETAIL - REPAIR AND REPLACEMENT REQUIREMENTS

The Contractor shall:

Be responsible for painting, oiling, or staining the buildings, and related structures inside and outside the core area including the rest area residence at least once per contract term or as determined by the Department. If the Department determines that the buildings or related structures need painted, oiled or stained, the contractor, upon written notification from the Department, has thirty (30) days within which to perform this work. The Contractor shall supply sprayers, brushes, rollers, masking tape and other necessary supply items and the Department will furnish the paint oil or stain.

Be responsible for replacing unserviceable or broken parts in the plumbing, heating and cooling and irrigation system. Purchase and maintain an adequate supply of plumbing repair parts to ensure continual operation of the restrooms and irrigation system. The Contractor will provide all repair parts and kits with a retail value of less than seventy-five dollars (\$75) per part or kit at no cost to the Department and does not include labor cost associated with the part or kit which is the responsibility of the Contractor.

Be responsible for replacing unserviceable or broken fixtures, including toilet seats, partitions, doors, soap dispensers, toilet paper dispensers, mirrors and other related fixtures. Replace the unserviceable or broken fixtures with Department provided fixtures. The Department will make the final determination if a fixture needs replaced. Removal and/or replacement work of plumbing fixtures, other than irrigation, are required to be done by a licensed plumber.

Refer to Exhibit IV for more details on typical maintenance schedule and repairs.

The Department will:

Be responsible for major repairs to the sewage system and related facilities, the water system including the well, major plumbing and pump, primary valves and controls for the irrigation system, the heating, cooling system and electrical repairs.

Be responsible for providing replacement fixtures for the rest rooms and rest area proper, including, but not limited to: urinals, toilets, toilet seats, water fountains, sinks, valves, partitions, doors, soap dispensers, toilet paper dispensers, mirrors, benches, arbors, picnic tables and garbage containers.

Reserve the right to make any repairs, remove or add fixtures, facilities, landscaping or any other improvements or maintenance activity it deems necessary.

The Department will furnish the paint, oil or stain.

8. SAFETY REQUIREMENTS

The Department will furnish signs and barricades for emergency closure of the rest area. The Contractor shall furnish pedestrian signs deemed necessary to adequately warn or protect the public from possible hazardous conditions. Special precautions must be used when power equipment is operated in the vicinity of pedestrians.

Approved spill containment kits and shovels shall be immediately available and on site for use in the event of a chemical spill.

The Contractor shall comply with all applicable laws and regulations governing safety, health and sanitation.

The public shall be permitted use of rest rooms during cleaning if they so request. The Contractor shall sign the section off when cleaning and use a sign such as "Closed for Cleaning."

9. CONTRACTOR'S EMPLOYEES

The Contractor shall provide uniforms to be worn by their employees while on duty at the rest area. Employees shall be neat and clean at all times. Uniforms shall be subject to approval by the Department.

Each employee shall wear an easily read identification badge, which contains the Contractor and employee's names. This identification can be stamped or printed on the uniform.

Each employee shall record their hours worked by checking in & out using the time clock provided and filling out the daily log sheet for each shift worked at the rest area. The Department will supply a time clock and ITD time cards for recording time worked at the rest area. Time clocks will be replaced at the contractor's expense if damaged or vandalized. Log sheets will be collected during the monthly inspection. Time cards shall be submitted to the Department along with invoice for pay request each month. Contractor may furnish additional time cards for their records at their expense.

Employees are prohibited from having firearms in their possession while on duty. Employees shall treat the public in a friendly, courteous manner. The public has many questions; employees should be well informed on local road conditions, detours, service stations, motels, restaurants and tourist attractions and will be able to communicate in English.

The Contractor and their employees shall not accept tips or other gratuities for any service performed in the rest area.

The Department reserves the right to require the Contractor to remove from the job, employees covered by this contract, who endanger persons or property or whose continued employment does not serve the best interest of the Department.

10. RECORDS

Snake River View Rest Area

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The Contractor shall keep a daily checklist and log which will be kept on site and available to the Department at any time. The checklist and log shall contain hours and time worked; details of unusual activity (accidents, vandalism, etc.), lost and found articles, etc. A sample Daily Checklist and Log is attached as Exhibit II. The checklist and log shall be kept in the storage or mechanical room and be available at all times for inspection by Department personnel. Log sheets will be collected during monthly inspections

11. DEPARTMENT'S RESPONSIBILITIES

A. Utilities

The Department will provide all utilities, electrical, water and sewer for the rest area proper.

B. Grounds, Parking Lot and Roadway.

The Department will be responsible for all repairs to pavement, walkways, curbs and high-level parking lights. If the Department determines that any damage is the result of a negligent act by the Contractor, the Contractor shall have 14 days to complete the repairs. If the Contractor doesn't complete the repairs within 14 days ITD will make repairs and deduct costs from Contractor's payment. ITD will be responsible for sweeping and snow removal in the parking lots and on approach ramps.

C. Signs and Symbols.

The Department will provide all necessary permanent signs and pavement markings.

No additional signs shall be installed or erected by the Contractor except those required on a temporary basis to designate rest room cleaning. The Contractor shall notify the Department of any emergencies within the rest area and the Department shall approve all closures before deployment.

D. Tourist Information

The Department will approve all maps and brochures to be displayed in the rest area. ITD has a Memorandum of Understanding (MOU) agreement with Department of Commerce & Southwest Idaho Travel Association to provide information to those entering the state.

E. Fire Extinguishers

The Department will furnish fire extinguishers for emergency use by Contractor personnel. Monthly inspection (30-day intervals) of fire extinguishers shall be the responsibility of the Contractor and should be noted in the daily log and on the fire extinguisher tag. The Contractor shall be responsible for notifying the Department each time an extinguisher is used or requires servicing or recharging.

F. Special Use Permits

Permits may be issued, by the Department, for use of the rest area by private organizations, for such activities as providing free refreshments to travelers during a specific time period. Inquiries about such permits shall be directed to the Department. The Department will provide the Contractor a copy of any such permits issued.

G. Complaints

All letters of complaint directed to the Contractor from the public shall be forwarded to the Department for reply. If appropriate, the Department will provide a copy of the complaint and reply to the Contractor.

H. Acts of Nature

The Department will be responsible for all damage and other problems caused by acts of nature. If the damage or circumstances is so severe that extended closure of the rest area is necessary, the Contractor's duties and compensation may be suspended for the closure period. Compensation will be based on a pro-rated share of a 365-day year. Also refer to SECTION III / TERMS AND CONDITIONS.

I. Inspection

The Department will perform random and periodic inspections as deemed appropriate by the Department to ascertain the Contractor's compliance with contract requirements. The inspection(s) will be used to compute the monthly score which payments will be based on. The Contractor's designated supervisory person may accompany the Department's representative when monthly inspections are made. Refer to Exhibit VI for a copy of the Department's inspection checklist.

J. Time Clock

The Department will furnish and maintain the Time clock at the rest area. The department shall supply time cards for the Contractors employees to record their time worked at the rest area. The time cards shall be submitted to the Department along with invoice for pay request each month. Contractor may furnish additional time cards for their records at their expense.

12. CONTRACTOR'S RESPONSIBILITIES

A. Utilities

TRASH: The Contractor shall provide for bulk garbage storage containers and trash haul services or remove all garbage-collected daily from the rest area. Bulk storage must be contained and out of sight. The Department will provide garbage storage areas, designed to keep containers from public view. Garbage bags placed in garbage storage containers must be tightly secured in order to reduce the risk of creating unsanitary conditions. All garbage must be removed from the rest area and transported to a landfill/transfer station a minimum of once per week or more often as required to keep garbage storage from exceeding capacity. Any costs involved with use of the landfill and arrangement for its use shall be the Contractor's responsibility. The Contractor shall meet all applicable Federal, State, and Local requirements for solid waste handling, collection, and disposal.

PHONE: The contractor will supply a phone with answering service capabilities at the rest area for employees use.

B. Grounds, Parking Lot and Roadway

The Contractor shall be responsible for snow removal on sidewalks around the rest area and on the driveway leading to the caretaker's residence.

C. Signs and Symbols

The Contractor shall do emergency closure of the rest area by use of the signs, barricades, supplied by the Department. The Contractor shall notify the Department of any emergencies within the rest area and the Department shall approve all closures before deployment. The Contractor shall remove closure signs and barricades when the emergency is over and the rest area is to be reopened.

D. First Aid Supplies

The Contractor shall provide a #25 Industrial first aid kit or larger. The Contractor shall keep the first aid supplies stocked at all times. The resident caretaker may attend a first aid course (conducted by the Department) if he or she so desires.

13. CONTRACT TERM

The term of this contract will be for two (2) years with the option to renew for two (2) additional years, when agreed on by both parties. The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portions thereof, or his right, title or interest therein.

14. PAYMENT REQUIREMENTS

Total summer and winter costs will be combined and divided into equal monthly payments.

The making and acceptance of payment for work or material replacement performed by the Contractor shall constitute a waiver of all claims by the Contractor, other than those arising from faulty work, and of all or any claims by the Contractor previously made and unsettled. Upon satisfactory completion of services specified herein, the Contractor shall be paid monthly as soon as possible after receipt of invoices and time cards. Contractor will be paid in accordance with the bid schedule. Payments otherwise due maybe withheld on account of substandard or defective work not remedied.

Payments otherwise due may be withheld for failure of the Contractor or their employees to punch in and out on the time clock. Failure to do so may result in a penalty (Exhibit V under custodial #35) in which any Time cards are not clocked in or out on time. All time cards shall accompany the invoice submitted by the Contractor for each rest area and for each month billed to the Department.

If the Department has to perform or hire a firm or individual(s) to perform emergency, safety or health-related jobs or duties which are the responsibility of the Contractor under the terms of this contract, the Department may withhold those costs associated with the cleanup or work from the Contractor's monthly payment. Such costs will be duly itemized as to labor, materials, equipment and travel-related costs.

If the Department determines that the Contractor has not performed their daily jobs or duties as specified in this contract, the Department may withhold, as a penalty, the daily pro-rated share from that month's payment.

Payments shall be made as provided:

For this contract, a Payment Plan will be used to reimburse the Contractor based on the following schedule – rating system.

Rating	Pay Factor
0.00 - 0.59	0.00
0.60 - 0.99	0.250
1.00 – 1.49	0.500
1.50 – 1.99	0.750
2.00 – 2.49	0.900
2.50 – 3.00	1.00

Example: A 2.35 rating = > (0.90 pay factor) * (monthly bid price) resulting in a 10% penalty.

The rating will be based on monthly inspection(s) performed by the Department using the Rest Area Maintenance Inspection Forms (Exhibit V).

II. REST AREA RESIDENCE/FACILITIES

1. GENERAL INFORMATION

An on-site caretaker is a requirement of the contract. The Contractor or Contractor's employee, who will function as a resident caretaker, shall occupy the residence located at Snake River View Rest Area/Visitor Information Center. The Department will provide the residence, water, sewer, telephone and electrical hookup for the Contractor's on-site residence. The residence is a three bedroom, single story, two car garage, wood frame building containing 1,830 SF of living area, with 1,062 SF of carpet, with the following furnishings: electric kitchen range, dishwasher, water softener, water heater, electric forced air heating and cooling system and window coverings.

Telephone service is a requirement of the contract and will be paid for by the Contractor.

It is the contractor's responsibility to supply water softener tablets and filters for the water softener at the residence. To be checked monthly by the contractor or his employee.

The contractor will supply filters for the furnace at the residence to be changed monthly.

At the contractors expense the carpet in the home will be professional cleaned once a year in the month of September.

Use of the residence is part of the Contractor's consideration under the proposed contract. **The Contractor shall not charge their employee rent for said residence.**

The Contractor shall be ultimately responsible for the residence. If the Department deems that the Contractor's employee must be replaced, it shall be the Contractor's responsibility to remove said employee from the residence. If the Contractor fails to remove said employee, the Department reserves the right to remove the employee from the premises by appropriate action at the Contractors expense.

ITD will inspect residence in March, July, and November for the duration of the contract to verify compliance with this contract. If damages or excessive wear to the residence is present and is determined by ITD to be caused by the Contractor or their employees. The Contractor shall repair said damage at contractor's expense. If repairs area not made within 14 days ITD will complete the repairs and deduct from contractors last payment or payments.

The Contractor will be responsible for insuring any loss or damage to the residence or other personal property. The premises will be kept in a clean and orderly manner at all times.

2. FINAL INSPECTION

The Contractors final payment will be withheld until the final inspection has been completed, ITD will conduct the final inspection with the Contractor. If this inspection is found to be unsatisfactory, all cost to repair any damages will be deducted from the Contractors final payment.

Postal service and school bus arrangements are the responsibility of the on-site resident caretaker.

3. HOUSING POLICY

Occupancy in the residence is limited to the Contractor or Contractor's employee assigned to be the resident caretaker and their immediate family members (spouse and children).

The resident caretaker is expected to be considerate of the motoring public and shall, at a minimum:

- A. Maintain moderate noise levels regarding television, radio, phonograph, parties, etc.
- B. Confine pets to the fenced yard area; no vicious animals are allowed. Approval of the Department must be obtained in writing for each pet to be brought onto the premises.
- C. Inoperable vehicles shall not be allowed to remain on the premises longer than two-weeks.

The Contractor is responsible for:

- A. Maintaining the residence, yard and landscaping in a neat and clean manner.
- B. Minor repairs and upkeep of the facilities.
- C. Interior painting, subject to Department's approval.
- D. Damage to or loss of the residence due to the Contractor's or their employee's
- E. Obtaining the necessary renters insurance for the caretaker's personal property and contents of the residence. For any negligence of individuals for whom the contractor is legally responsible for.
- F. Payment of all utilities including telephone (with the exception of water and sewer, which will be furnished by the Department).
- G. Providing a telephone at the residence.

The Department is responsible for:

- A. Major repairs to the residence and related facilities
- B. Payment of water and sewer utilities

Modifications or additions to the residence will not be allowed without prior written approval by the Department. To obtain an approval, a written request with specific details and estimated cost must be submitted to the Department. Any modifications or additions, if approved, must be done at the

Contractor's expense. Any modifications or addition becomes a part of the residence and will not be removed; however, under certain circumstances, the Department may approve removal of the modification/additions done at the Contractor's expense.

The Department retains the right to inspect the residence at any reasonable time, **with a 24-hour notice**, to assure that proper maintenance and care is being taken. **The caretaker (resident) must be present during this inspection.** At the termination of this contract, the site shall be returned to the Department in the same good condition as when received; ordinary wear and tear is expected. Any inordinate amount of wear and tear shall be the Contractor's responsibility to repair or replace.

If the contractor changes rest area caretakers, the Department shall be notified and the residence shall be inspected **prior to the new caretakers' occupancy**. The contractor shall be present during this inspection. The Contractor, at the Contractor's expense, shall repair all damage above normal wear. If repairs are not made within one week the Department will complete the repairs and deduct cost from Contractor's payments.

NOTE: The residence on this property shall become available for occupancy three weeks after this maintenance contract period begins. This vacancy period is necessary for routine maintenance to be conducted by the Department prior to new occupancy.

III. TERMS AND CONDITIONS

1. STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION

The Standard Specifications for Highway Construction (ITD 2004) and any updates are incorporated by reference where applicable to this project. The Idaho Transportation Department's Standard Specifications for Highway Construction manual is available to the Contractor for \$30.00 plus tax. Contact the Idaho Transportation Department at 334-8430 to purchase.

2. CONTRACT ADMINISTRATION

Unless otherwise modified by this Invitation to Bid, the contract and work for the project shall be administered in accordance with ITD's 2004 Standard Specifications for Highway Construction. The most current version of ITD's Supplemental Specifications to the 2004 Standard Specifications shall also apply

3. CONTRACT AWARD

Award of contract will be **ALL OR NONE** based on the grand total of the price bid.

4. CONTRACT TERM

The term of this contract will be for one (1) year with the option to renew for three (3) additional one (1) year terms, when agreed on by both Department and Contractor. The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or contracts or any portions thereof, or his right, title or interest therein.

5. CLAIMS FOR ADJUSTMENT AND DISPUTES

If the Contractor believes that additional compensation is due them for work or material not clearly covered in the contract, or not ordered as extra work, as defined herein, they shall prosecute their claim in the following manner.

Prior to doing the work on which they believe additional compensation is due them, the Contractor shall notify the District Engineer, in writing of their intent to file a claim. If such notification is not given, then the Contractor shall thereby waive their right to any claim for such additional compensation.

At a minimum, the detailed letter shall include a narration of events, citing of entitlement and a showing of the amount of compensation and/or adjustment of time believed due. Full documentation for all

elements in the letter shall be included. The claim will be considered and a determination made. The District Engineer will notify the Contractor in writing of the decision.

The decision will be final and conclusive unless, within thirty (30) days from receipt of the District Engineer's letter, the Contractor submits an appeal in writing to the Purchasing Agent. All pertinent information, references, arguments and data to support the claim shall be included. The Purchasing Agent will review the claim and the Contractor will be notified by mail. This decision will be final and conclusive.

In connection with any appeal proceeding under this subsection, the Contractor will be afforded an opportunity to be heard and offer evidence in support of their claim at any level of review. Pending final decision of a dispute hereunder the Contractor shall proceed diligently with performance of the contract.

6. FORCE MAJEURE

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of the parties, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, strikes, freight embargoes, or unusually severe weather, provided that in all cases the Contractor shall notify the State promptly in writing of any cause for delay and the State concurs that the delay was beyond the control and without the fault or negligence of the Contractor. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure delay. Matters of the Contractor's finances shall not be a Force Majeure.

7. COMPLIANCE

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have 72 hours in which to respond in person to the complaint, to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in SECTION 8 TERMINATION.

If the District Engineer is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

8. TERMINATION

Should the Contractor neglect to prosecute the work properly, or fails to perform any provision of the contract, the Department, after seven (7) days from written notice to the Contractor, may without prejudice to any other remedy they may have, make good the deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor or, at its option, may terminate the contract and take possession of all materials, tools, fixtures and furnish the work by such means as the Department sees fit, and if the unpaid balance of the contract price exceeds the expense of finishing the work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor's surety shall pay the difference to the Department.

SNAKE RIVER VIEW REST AREA

Requisition # C-127460

9. INDEMNIFICATION

The Contractor shall indemnify, save harmless, and defend regardless of outcome, the State from the expenses of and against all suits, actions, claims, or costs, expenses, and attorney fees that may be incurred because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the Contractor or their subcontractors; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in the work; or because of any act or omission, neglect, or misconduct of the Contractor or their subcontractors; or because of any claims or amounts recovered from any infringements of patent, trademark, or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act or any other law, ordinance, order or decree.

10. ILLEGAL ALIENS

The contractor warrants that any contract resulting from this solicitation is subject to Executive Order 2006-04 (http://gov.idaho.gov/mediacenter/execorders/eo06/eo_2006-40.html); it does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States; it takes steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United State; and that any misrepresentation in this regard or any employment of person not authorized to work in the United States constitutes a material breach and shall be cause for termination of its contract.

IV. BID GUIDELINES

1. PERFORMANCE

Submission of a bid by any Contractor shall be accepted as prima facie evidence that they have satisfied themselves as to the nature and location of the work and all other matters, which can in any way affect the work or cost thereof under the contract. Any failure of the Contractor to acquaint them with all available information, including a physical survey of the site of the proposed work, shall not relieve them from successfully performing all the work required.

Oral explanations, instructions and interpretations given to bidders prior to award of contract will not be binding. It is the Department's intent to provide all bidders equal opportunity to access and acquire all available pertinent information necessary to formulate a responsive bid. Any information, specifications, plans, data or interpretations which the Department discovers is lacking and may be important to all bidders will be furnished to all bidders in the form of an addendum, the receipt of which shall be acknowledged.

2. BIDDING REQUIREMENTS AND CONDITIONS

Sealed Bids will be received at the time and place stated on the Signature Page. Timely receipt of Bids will be determined by the date and time the Bid is received at the address specified. Hand delivery is encouraged to ensure timely receipt. No Bid will be accepted after the time indicated. All material that is submitted in accordance with this solicitation becomes the property of the State of Idaho and will not be returned.

The bidder shall submit their bid upon the forms furnished by the Department. In the bid schedule, the bidder shall specify a unit price in figures for each pay item for which a quantity is given and show the products of the respective unit prices and quantities written in figures in the column "Amount Bid," and the total amount of the bid obtained by adding the amounts of the several items. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. All figures shall be written in **blue ink** or typed. Penciled entries will not be accepted. If entries are in pencil, the bid shall be considered irregular and the bid will be rejected.

The bid shall be signed with **blue ink** by the individual or agency authorized to sign and submit this bid for the bidder. The bid signature page must include the bidder name and address and the state and address in which the business is domiciled.

3. IRREGULAR BID

Bids will be considered non-responsive and shall be rejected for the following reasons:

1. If the Bid Form(s) are on a form other than that furnished by the State or if the form is altered or any part thereof is detached.

2. If there are unauthorized additions, conditional or alternate bids, omission of addenda, or irregularities of any kind, which tend to make the bid incomplete, indefinite, or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the Bid Schedule does not contain a unit price for each pay item listed except in the case of alternate pay items.
5. If the Bid Documents are not sealed, when received by the Department.
6. If the Signature Page is not signed in **blue ink**.
7. If Addendums are not signed and returned with the Bid Documents.
8. Potential bidder does not attend the scheduled mandatory walk-through.
9. **Five percent (5%)** Guaranty (Bid Bond) is not an **original**, with an **original** Signature, submitted on an acceptable form signed by the bidder and their surety company.
10. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

4. DISQUALIFICATION OF BIDDERS

Any of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of their bid or bids:

1. More than one bid, for the same work from an individual, partnership or corporation under the same name or a different name.
2. Evidence of collusion among bidders. Participants in such collusion will receive no recognition as bidders for any future work of the State until any such participant shall have been reinstated as a qualified bidder.

5. BID BOND (GUARANTY)

No bid will be considered unless accompanied by a (5%) **original** guaranty of the character and in an amount not less than the amount indicated on the Bid.

If a surety bond is used, it shall be submitted on an acceptable form signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bid bond.

6. BOND REQUIREMENTS

The lowest responsive bidder shall furnish a performance bond and a payment bond each in the amount of \$20,000 or 12.5% of the total contract amount, whichever is greater.

The lowest responsive bidder may deposit government obligations in lieu of performance and payment bonds under the following conditions:

1. The obligations shall be acceptable to the State Treasurer.
2. The obligations shall be payable to, or fully negotiable by, the Department.
3. The obligation shall be in an amount equal at fair market value to the penal sum of the required surety bonds.
4. The bidder pays the initial and return transfer charges for transmittal of the obligation of the Treasurer's Office.

Within **90 days** after final completion of the contract those obligations deposited, as a performance bond will be returned, less any amount owed to the Department as a result of this contract. Obligations deposited, as the payment bond shall be held for a period of one year from the date of acceptance of the contract for settlement of claims in accordance with Idaho Code, Section 54-1927.

Government obligations shall be deposited with the State Treasurer with instructions to issue a safe keeping receipt to the Department.

7. CONSIDERATION OF BID

After the bids are opened and read, they will be compared on the basis of the summation of the products of the approximate quantities shown in the bid schedule by the unit bid prices. The results of such comparisons will be available <http://itd.idaho.gov>, *Information for Consultant, Contractors and Vendors, Bid Information-Non Highway Construction Projects*. The right is reserved to reject any or all bids, to waive technicalities, to advertise for new bids, or to proceed to do the work otherwise, if, in the judgment of the Department, it is in the best interest of the State.

8. BIDDER CHALLENGE TO DEPARTMENT DETERMINATION

A bidder who did not submit the lowest responsible bid as determined by the Department may within five (5) calendar days of bid opening file a written application to challenge the Department's determination of the lowest responsible bidder and apply to the Department's chief engineer for the appointment of a hearing officer to hold a contest case hearing. The application shall set forth in specific terms the reasons why the Department's decision is thought to be erroneous.

9. EXECUTION / AWARD OF THE CONTRACT

SNAKE RIVER VIEW REST AREA

Requisition # C-127460

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The award of contract, if it is awarded, will be made within **15 calendar days** after the Intent to Award Notice letter has been mailed to the lowest responsive bidder whose bid complies with all requirements prescribed. However, the award may be deferred beyond **15 calendar days** by mutual written agreement between the Department and the lowest responsive bidder.

The contract shall be signed by the lowest responsive responsible bidder and returned **within 15 calendar days** after the bidder has received the contract. If the contract is not executed by the State within **15 calendar days** following receipt from the bidder of the signed contracts, the bidder shall have the right to withdraw their bid without penalty. No contract shall be considered as effective until it has been fully executed by all of the parties thereto.

10. FAILURE TO EXECUTE CONTRACT

Failure to execute the contract within **15 calendar days**, after the contract has been received by the bidder, shall be just cause for the cancellation of the award of contract. Award may then be made to the next lowest responsible bidder or the work may be re-advertised or otherwise, as the Department may decide.

11. RETURN OF BID BOND (GUARANTY)

Bid guaranties, except those of the two lowest responsive bidders, will be returned immediately following the opening and checking of the bids. The retained bid guaranty of the unsuccessful of the two lowest responsive bidders will be returned within 10 days following the award of contract and that of the successful bidder will be returned after satisfactory Surety bonds have been furnished and the contract has been executed.

BID SCHEDULE

Requisition Number: C-127460

Each Bid item shall be filled in completely by the Contractor in the bid schedule, by indicating total dollars and cents under 'Unit Price' and 'Total Amount Bid'. In the 'Price per Unit' column, figures to the right of the decimal will be interpreted as cents figures to the left as dollars.

In the event of a discrepancy between 'Price per Unit' and 'Total Amount Bid', the 'Price per Unit' shall govern.

All costs, including hourly rates, will be included here and will be fully burdened to include, but not limited to, wages, transportation, lodging, overhead, and per-diem. All figures shall be written in ink or typed. Pencil entries will not be accepted; bids will be considered irregular and rejected.

Contractor / Business Name: _____

"SP" ITEM NO.	UNIT	DESCRIPTION MAINTENANCE SCHEDULE	UNIT PRICE	TOTAL AMOUNT
SP-1	MO	WINTER, SPRING, FALL January – March October - December	\$ _____	\$ _____
SP-2	MO	SUMMER April - September	\$ _____	\$ _____

TOTAL AMOUNT BID \$ _____

AWARD TO BE "ALL OR NONE"

This page **MUST** be SIGNED, DATED and returned with your BID Documents

SIGNATURE: _____ DATE: _____

**IDAHO TRANSPORTATION DEPARTMENT
SIGNATURE PAGE**

August 12, 2008

Idaho Transportation Department
Business and Support Management Purchasing Unit
3311 West State Street
Boise, Idaho 83703

REQUISITION #: C-127460

TITLE: Janitorial Services – SNAKE RIVER VIEW REST AREA

This ITB response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed above. By my signature below I accept the terms and conditions as incorporated into this solicitation. As the undersigned, I certify I am authorized to sign and submit this response for the Bidder or Offeror.

FEDERAL IDENTIFICATION # _____

Company Name: _____

State of Domicile: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

If not domiciled in the State of Idaho, please provide an address where business is conducted in the State of Idaho:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Bidder Signature/Authorized Signature

Name (Please Print) _____ DATE: _____

BY SIGNING, BIDDER ACKNOWLEDGES ITS RESPONSIBILITY FOR ANY ADDENDA THAT HAVE BEEN ISSUED FOR THIS SOLICITATION AND WILL COMPLY WITH ALL THE TERMS, CONDITIONS, AND SPECIFICATIONS OF THIS SOLICITATION.

THIS PAGE MUST BE SIGNED, WITH AN ORIGINAL SIGNATURE, AND RETURNED WITH YOUR BID DOCUMENTS

CONTRACTOR'S AFFIDAVIT
CONCERNING ALCOHOL AND DRUG-FREE WORKPLACE

STATE OF _____

COUNTY OF _____

The undersigned being duly sworn upon oath, deposes and says that _____
(Contractor Name)

_____ complies with the provisions of Section 72-1717 Idaho

Code (Drug Free Workplace program); that _____ provides a
(Contractor Name)

Drug-free workplace program that complies with the provisions of Idaho Code, title 72,

Chapter 17 and will maintain such program throughout the life of a state construction contract

and that _____ shall subcontract work only to subcontractors meeting
(Contractor Name)

the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____,
_____.

Commission expires:

NOTARY PUBLIC, residing at

THIS PAGE MUST BE RETURNED WITH YOUR BID DOCUMENTS

Requisition # C-127460
Project: JANITORIAL SERVICE SNAKE
RIVER VIEW REST AREA

INTENTION TO RESPOND

To help us assist you better PLEASE fax back to:

FAX # 208 332-4109

Idaho Transportation Department
Purchasing Section
(3311 West State Street – 83703)
PO Box 7129
Boise, Idaho 83707-1129

BID CLOSING ON: 9/03/08 @ 5:00 P.M. **BID OPENS ON:** 9/04/08 @ 11:00 A.M.

Please check all that apply

- _____ Company intends to prepare and submit a proposal to the requisition listed above.
- _____ Company does not plan to respond.
- _____ Company plans to attend the **Mandatory Pre-Proposal Conference** on August 21, 2008 at 1:30 PM MDT at SNAKE RIVER VIEW REST AREA US-95, MP 100.97. Rest Area is located in Payette County approximately 1 mile east of the Idaho/Oregon border on I-84 (Refer to Exhibit 1 - Vicinity Map).
- _____ Other Message/Comments: _____

Company Name _____

Individual/Owner's Name _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____
(Please Print)

Phone # _____ Fax # _____

BIDDERS RESPONSIBILITY PAGE
REQUISITION # C-127460

Janitorial Services
SNAKE RIVER VIEW REST AREA

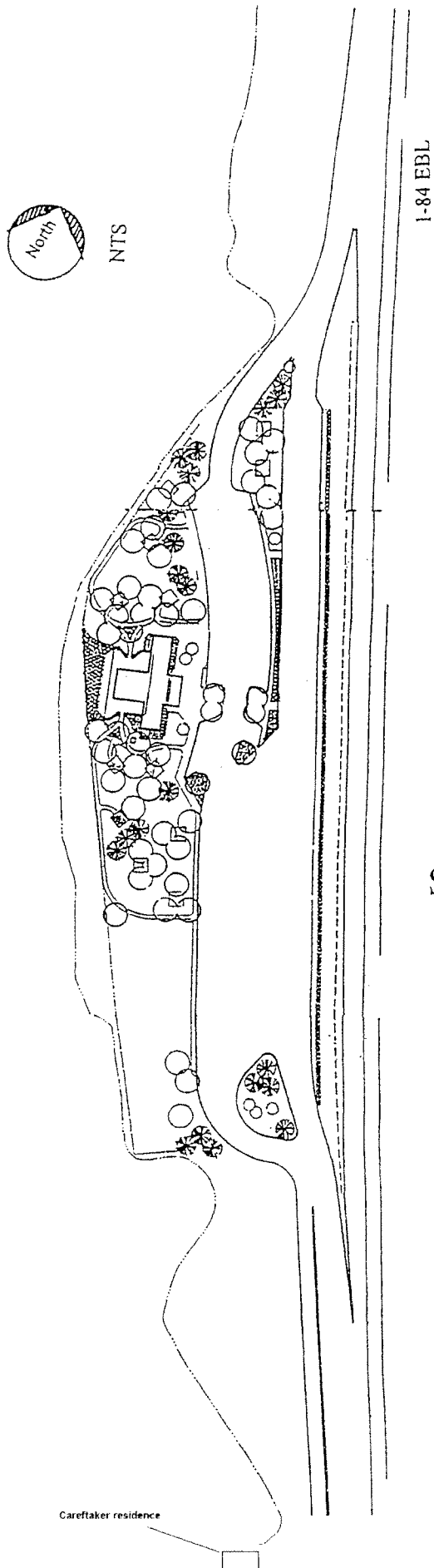
In order for your bid to be considered, the following must be included with your bid.

- 1) Affidavit of Alcohol and Drug Free Workplace Program
- 2) **“Signature Page”**
 - Page signed with **BLUE** ink and an original signature
- 3) **Bid Schedule** must be completed and signed with **BLUE** ink an original signature
- 4) **All Addenda** Must be Signed and returned with your Bid Documents.
It is the Bidder's responsibility to verify if an addendum was issued.
- 5) **ALL BIDS** must be submitted in a sealed envelope with the Requisition Number, Bid Open Date, and Project Name clearly marked on the outside of the envelope.
- 6) **NO BID ADJUSTMENTS WILL BE ACCEPTED:** Any changes made to a bid must be submitted as a separate bid and all rules remain in effect. ALL REQUIRED paperwork must be re-submitted.

SNAKE RIVER VIEW REST AREA
-POTENTIAL BIDDERS LIST-

ABM JANITORIAL SERVICES ATTN DAN ABBOTT 10221 WEST EMERALD STE 120 BOISE, IDAHO 83704	WESTERN BUILDING MTCE PO BOX 9408 BOISE ID 83707 208 345 2951 208 345 9716	ENVIRONMENTAL SERVICES CO PO BOX 981 BLACKFOOT ID 83221 208 782 0588 208 785 8009
ROCKY MOUNTAIN SERVICES 4500 YELLOWSTONE POCATELLO ID 83202 208 237 9150 208 237 6025	CAMPANELLA BUILDING MTCE ATTN JEROMY CAMPANELLA 7038 TOBI DRIVE BOISE ID 83714	TINA BISCHEL 11918 W TRINITY AVE NAMPA IDAHO 83651 208 461 0985 208 461 5102
TERENCE EASTBURN PO BOX 824 FRUITLAND, ID 83619 208 585 7229		

EXHIBIT I.



Snake River View Rest Area-Core Area

REST AREA MAINTENANCE DAILY CHECKLIST AND LOG

Rest Location (Circle one) EB WB

Daily Activity	(Circle one)											
	am	pm	Time	am	pm	Time	am	pm	Time	am	pm	Time
Clean Toilets - Womens Restroom												
Clean Sinks, Mirrors, Soap Dispenser and Hand Dryers - Women's Restroom												
Clean and Mop Floors and Wash Walls & Partitions - Women's Restroom												
Clean Toilets and Urinals - Mens Restroom												
Clean Sinks, Mirrors, Soap Dispense and Hand Dryers - Men's Restroom												
Clean and Mop Floors and Wash Walls & Partitions - Men's Restroom												
Clean Toilets - Family Assist Restroom												
Clean Sinks, Mirrors, Soap Dispense and Hand Dryers - Family Assist												
Clean and Mop Floors and Wash Walls & Partitions - Family Assist Restroom												
Remove Graffiti (Where?)												
Empty Garbage Containers - Outside Area												
Pick Up Litter and Pet waste Core area												
Clean Picnic Tables and Arbors												
Clean Sidewalk and Plaza Area												
Kiosk Lighting and Light fixtures												
Public Telephones												
Building Exterior												
Drinking Fountain												
Other												
Snow Removal / Deicing												

Comments: (Lost and Found, Repair, Vandalism, ect.)

(Signed) Contractor's Representative

Date

Time (am, pm)

Logs must be submitted to ITD District 3 Office once a month with billing for services

Revised 06/06

REST AREA MAINTENANCE CHECK LIST

Frequency Key: Low use Period(s) Spring , Fall, Winter
High use period(s) Summer

A = as needed 3 = Every three hours
T = 2 x day W = Weekly
D = daily M = Monthly
H = Hourly

Example: Clean Sinks H/A -- translates to twice per day, more often as needed

Task - Facilities	Performance Standard (3) Rating	Frequency	
		low use	high use
<u>1. Driveways - Parking Lots</u> Pick up and dispose of all litter. Sweep and clean curbs and gutters.	Parking lots and driveways shall be clean of all debris and litter. Curbs and gutters must be clean.	D	D/A
<u>2. Side Walks</u> Sweep and clean sidewalks. Wash off spilled food, drinks, dirt, sand. Remove snow and ice.	Sidewalks shall be kept clean of all spills, dust, dirt, sand, snow or ice.	D	D/A
<u>3. Garbage Containers</u> Check and replace garbage bags daily to prevent overflow or unsanitary conditions. Check and clean garbage container and lids.	All garbage containers shall be maintained clean and free of dirt and grime. All garbage bags shall be replaced as often as necessary to prevent overflow.	D	T/A
<u>4. Trees - Shrubs - Lawn</u> Pick up all debris, litter and trash.	All lawns, trees/shrubs and landscaped areas shall have a neat, healthy and well-maintained appearance. All debris, trash and litter in these areas will be picked up at all times and disposed of.	D	D
<u>5. Natural Areas</u> Clean up all litter and trash.	Native characteristics shall be preserved and enhanced. Area must be litter and trash free.	D	D
<u>6. Wildflower Beds</u> Clean up and remove all litter and trash and dispose.	Wildflower beds and area shall be preserved and maintained to enhance the rest area. Wildflower beds must be free of all litter and trash.	D/A	D/A
<u>7. Grassy Areas (Pet Areas)</u> Pick up and dispose of all litter, trash and pet waste.	All grassy (pet) areas shall be neat and clean and free of any litter and trash, including pet waste.	D/A	D/A
<u>8. Gravel or Other Blanketed Areas</u> Keep gravel areas clean. Pick up and dispose of all trash and litter. Keep area properly covered with material.	All graveled or blanketed areas shall be neat and free of any litter and trash.	A	A
<u>9. Picnic Tables - Arbors</u> Clean and scrub all table tops and benches with soap and water that will clean and sanitize. Wash ceilings, walls and post as required. Wipe dry. Remove all graffiti immediately.	All picnic tables, arbors and floors shall be neat and clean and the area free of trash and litter. Cobwebs shall be removed. No graffiti will be visible.	T/A	T/A
<u>10. Information Signs</u> Clean and wash Plexi-glass with soap and water. Wipe clean. Sweep down all cobwebs and dust. Pick up and dispose of all trash and litter. Clean benches with soap and water. Rinse and wipe them dry.	Information signs must be clean and free of cobwebs, litter and graffiti. All frames and displays must be in good shape. Report if displays need attention or repair.	D/A	D/A
<u>11. Drinking Fountain</u> Clean entire drinking fountain with antibacterial disinfectant. Wash with soap and water. Rinse	Clean and sanitary drinking fountain.	D/A	H/A

and wipe dry. Check faucet for leaks and proper operation.			
<u>12. Building Exterior</u> Clean walls, doors, entryway, and windows. Sweep down cobwebs. Remove graffiti. Keep gutters free of debris, leaves and needles.	Clean and neat appearing building exterior free of cobwebs, dirt and grime.	D/A	D/A
<u>13. Partitions</u> Clean all partition walls with soap and water with disinfectant. Rinse and wipe dry. Remove all graffiti. Make sure doors operate and lock properly. Check to make sure walls are sturdy and not damaged.	Clean and well maintained partitions that are free of dirt, grime and graffiti.	3/A	3/A
<u>14. Urinals</u> Clean and thoroughly scrub with high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if urinals flush properly. Check and replace odor blocks.	All surfaces, including exterior of urinal and exposed plumbing, shall be clean and free of dust, grime, stains, and finger prints.	3/A	3/A
<u>15. Toilet Stools and Seats</u> Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if toilets flush properly and seats operate properly.	All surfaces, including exterior of toilet stool and exposed plumbing and seats, shall be clean and free of dust, dirt, grime, stains and fingerprints. Toilets shall be maintained odor-free.	3/A	3/A
<u>16. Sinks</u> Clean and thoroughly scrub with a high-strength detergent containing a deodorant and anti-bacterial agent. Rinse with clean water and wipe dry. Check to see if faucets and drain operates properly.	All surfaces, including exterior of sink, shall be clean and free of dust, grime, stains and fingerprints.	3/A	3/A
<u>17. Mirrors</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Remove all graffiti.	All surfaces of the mirror shall be clean and functional, and free of dust, dirt, stain, grime and fingerprints. No graffiti will be present or visible.	3/A	3/A
<u>18. Hand Dryers</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if hand dryer operates safely and properly. Clean vents monthly.	All surfaces of the hand dryer shall be clean and free of all dust, dirt, grime, stains and fingerprints.	3/A	3/A
<u>19. Soap Dispenser</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and wipe dry. Check to see if soap dispenser has adequate supply of soap and operates properly.	All surfaces of the soap dispenser shall be clean, and free of all dust, dirt, grime, stains and finger prints. Soap dispenser shall have adequate supply of soap.	3/A	3/A
<u>20. Toilet Paper/Toilet Seat Covers</u> Wipe the exterior finish of the toilet paper and toilet seat cover dispensers with a damp cloth. Check to make sure adequate supplies of toilet paper and toilet seat covers are present in the dispensers. At least one-half roll of bio-degradable toilet paper shall be in evidence in each stall.	Toilet paper and toilet seat covers shall be available at all times and never run out.	T/A	T/A

<u>21. Walls and Ceilings</u> Wash and scrub with soap and water or appropriate cleaner. Sweep down all cobwebs. Remove all graffiti immediately.	Walls and ceilings, especially in the corners, shall be free of cobwebs, dirt, grime and graffiti.	3/A	3/A
<u>22. Floors</u> Clean and thoroughly scrub with a high strength detergent containing a deodorant and anti-bacterial agent. Rinse and mop dry. Check to make sure floor drains operate properly. Disinfect traps.	Floors, especially next to mop boards and corners, shall be free of dirt and grime.	3/A	3/A
<u>23. Heating -Air Exchange</u> Check all grills and vents to assure adequate air movement and cleanliness. Check operation of odor suppressants.	All grills and vents shall be free of lint and/or obstructions. Odor suppressants shall be present and operational.	M/A	M/A
<u>24. Rest Room - Exterior - Kiosk Lighting and Sky Lights</u> Clean all light fixtures with a damp cloth. Remove all cobwebs and dead insects. Clean lens.	All lights shall be clean and free of cobwebs.	D	D
<u>25. Tobacco Butt Receptacles</u> Clean tobacco butt receptacles twice daily. Remove and dispose of all tobacco butts and trash. Replace sand as required.	Neat and clean tobacco butt receptacles.	T/A	T/A
<u>26. Utility/Storage Room</u> Keep utility/storage room clean, organized and free of litter. Keep up-to-date MSDS sheets on all cleaning products in a visible place and easily accessible in case of emergency. Check fire extinguishers. Check first aid kit.	All utility/storage rooms shall be free of clutter, dirt and cobwebs. Fire extinguisher and first aid kits shall be full and properly equipped in case of emergency.	W	W
<u>27. Caretaker Appearance - Uniform</u> The caretaker shall wear a uniform provided by the contractor while on work duty. The caretaker shall wear an identification badge that contains contractor and employee names.	Caretaker and contractor employees shall be neat and clean at all times. Employees shall be friendly and courteous to rest area users. Employees shall wear identification badges at all times while working within rest area complex.	A	A
<u>28. Record Keeping/Daily Log/Time Clock</u> The caretaker shall check in and out using time clock. Keep a daily log listing activities completed and supplies used. Enter unusual or required information (i.e., traffic counts, lost and found articles, accidents, vandalism). Keep the daily log in the mechanical room.	Daily time sheet, logs and records shall be maintained daily and available for Department inspection. Daily time sheet, log and records shall be delivered monthly to the Department.	H	H
<u>29. Public Telephones</u> Clean and sanitize public telephones/booths once per day. Report operational problems to telephone company and Department.	All public telephones/booths shall be neat, clean and free of stains and fingerprints. Report trouble to telephone company and Department.	D	D
<u>30. Americans with Disabilities Act (ADA) Requirements</u> Check daily to see that all disability parking access, sidewalks and other services, including toilet stools/seats, stalls, urinals, are in compliance and operating properly.	Meet all ADA standards by providing full accessibility and protection against discrimination in rest area facilities and services.	D	D
<u>31. Windows/Doors</u> Wash and clean weekly. Daily spot clean as necessary.	Maintain a clean, smear- and grime-free appearance.	3/A	3/A

MAINTENANCE SCHEDULE

EXHIBIT IV

Contractor's Responsibilities:

Water Supply System

1. Check water supply level in storage tanks daily. If low, report the matter to the Department immediately.
2. Once each month, remove the plug in the bottom of the pneumatic air volume control and remove filter screen. Clean filter screen and reinstall. Service and repair as required.
3. Contractor shall be responsible for winterizing the drinking fountain. Any freeze damage will be Contractor's responsibility.

Heating System

1. Have furnace checked and serviced twice a year.
2. Use Farr Hi-efficiency Pleated Filters or approved equal. All items must be pre-approved by the Department.
Clean heat exchange filters to the restrooms twice a month or as prescribed.
3. Clean vents at least once each month or as prescribed.

Irrigation System

1. Check program controllers each week and visually check for leaks, damaged or broken spray heads and replace or repair parts as necessary.
2. Visually check for proper coverage each week while operating each zone separately.
3. Activate the system each spring after April 1st or as directed by the Department. Fill the main water lines slowly with provision for the air to escape. Thoroughly check for any leaks. An unusually wet area may develop over time and may indicate a small or slow leak.
4. Totally drain the system and prepare it for winter each fall before it freezes. The system shall be blown out before November 1st, or as directed by the Department. This

will require the use of compressed air to blow all water out of the system. The Maintenance Foreman is to be contacted prior to starting this winterization. The Contractor shall be responsible for any freeze damage to the system.

Electrical

- 1 Check in and outside lighting once a month for burned out lights.
- 2 Check GFI outlets in rest rooms to ensure functioning properly.

NOTE: Any damages as a result of failure to carry out any of the duties listed above in a proper manner or at the proper time shall be corrected and repaired at Contractor's expense.

Roadside Rest Area and Ports of Entry

Maintenance Inspection Report



Date Inspected	Time Inspected
Facility Name/District	Contractor Name/Representative
Department Representative	Inspected By

Rating
 0 - Unacceptable
 1 - Poor
 2 - Needs Improvement
3 - Standard
4 - Above Standard
 NA - Not Applicable

Item	Facilities	Rating	Comments
Grounds	1 Driveways and Parking Lots		
	2 Sidewalks and Pathways		
	3 Garbage Containers		
	4 Trees, Shrubs	Maintained, fertilized, clean	
	5 Lawns	No insects, disease, weeds	
	6 Natural Areas		
	7 Wildflower Beds		
	8 Grassy Areas (Pet Areas)		
	9 Irrigation System		
	10 Gravel or Other Blanketed Areas		
	11 Picnic Tables and Arbors		
	12 Light Fixtures		
	13 Information Signs/Kiosks		
	14 Drinking Fountains		
	15 Cigarette Butt Receptacles		

Section Average:

Building	16 Walls (Inside and Outside)		
	17 Windows and Doors (Inside/Outside)		
	18 Eaves, Soffets and Rain Gutters		
	19 Light Fixtures		
	20 Floors		
	21 Ceilings		
	22 Partitions		
	23 Urinals		
	24 Toilets, Stools and Seats		
	25 Sinks and Mirrors		
	26 Soap Dispenser and Hand Dryers		
	27 Toilet Paper/Seat Cover Dispensers		
	28 High Pressure Wash/Steam Clean		
	29 Heating - Air Exchange		
	30 Utility/Storage Room		
	31 Sky Lights		
	32 Public Telephones		

Section Average:

Custodial	33 Custodian's Residence (Exterior)		
	34 Custodian's Appearance - Uniform		
	35 Record Keeping/Daily Log		

Section Average:

Overall Rating

Vending	36 Vending Machines are Present		
	37 Signs and Phone Numbers are on Vending Machines		

Additional Comments: